

Appendix B

Commonwealth of Virginia
Database Index Reporting Form

1. Public Body Name & Numeric Code: Secretary of the Commonwealth / 166
4. Point of Contact: Sylvia D. Moore
2. Database Title: Customer Information Systems
5. Phone Number: (804) 786-2441
3. Database Acronym: Authentications
6. Signature & Date: *Sylvia D. Moore 7/17/97*
7. Database Description and Contents: *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*
- N- SOC maintains data and provides authentication to documents used for International Business. Governed by the Code of VA, SOC is named as the keeper of the Seals of the Commonwealth of Virginia. Documents can require the Great Seal or the Lesser Seal depending on its destination. -See attachment of Authentication Procedures-
- D- Database contains: name, address, pertinent information about the documents to be authentication, such as country it will be going to which governs which seal that will be used.
- R- Data is temporary and is usually restricted to those who request authentication. Data is only need to produce the document Great Seal or Appostille.
- Authentication Specialist - Lois Hurst (804) 786-2441

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update:
9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:
10. Formats Available and Schedule of Fees: *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*
- a. Format
- b. Cost

N/A

Note: Procedure for Authentication will be available to web users no later than September 1, 1997 if not before.

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97